

ACADEMIC INTEGRITY POLICY

Introduction

Honesty, trust, and integrity are fundamental to all human relations. This statement on academic integrity—developed by Emmanuel College students, staff, and faculty—shows the essential place of integrity in our academic pursuits, our personal character, and our lives together in a college community. Formal academic disciplines and interpersonal relationships can only function in an atmosphere of honesty, trust, and integrity. This principle emerges from the college's core values: the emphasis on being Christ-centered with respect to the integration of faith and learning, the worth of individuals and the community, and our Pentecostal-Evangelical heritage.

Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community, but in all areas of our lives. While the principles, policies, and procedures described below focus on academic situations, the college expects that these same principles will inform all behavior. Every college member must remain aware that he or she is a representative of Emmanuel College, whether on or off campus, and must therefore behave with honesty and integrity so as to bring respect to himself or herself and the college.

Every student who matriculates at Emmanuel College agrees to abide by the principles set forth in the following Statement of Academic Integrity

Statement of Academic Integrity

Personal integrity in scholarship and citizenship is the end product of any college Honor Code. With this goal, a student of Emmanuel College agrees to exemplify high academic standards and Christian commitment as reflected in the following statements:

- I agree to act in accordance with the philosophy and mission statement of the college. I agree to exhibit academic integrity in all that I say and write; therefore, I pledge to accept and abide by the definition of plagiarism defined within this Statement of Academic Integrity.
- I agree that I will not misrepresent my work nor submit any unauthorized work.
- I agree to behave in a manner that demonstrates concern for the academic freedoms of all members of the community; therefore, I pledge to protect the intellectual property of others and the academic integrity of Emmanuel College.

Definition of Plagiarism

"Plagiarism" is defined in the *Modern Language Association Handbook for Writers of Research Papers* (6th ed.) as "using another person's ideas, information, or expressions without acknowledging that person's work" and/or "passing off another person's ideas, information, or expressions as your own." As scholars who are part of a community of Christian intellectual integrity, it is our duty to acknowledge properly the ideas and work of others. Failure to do so, either intentionally or unintentionally constitutes plagiarism. Emmanuel College acknowledges the following forms of plagiarism:

A. BREECHING ACADEMIC TRUST

1. Turning in someone else's work, in whole or in part, as one's own. Turning one's own work in as someone else's (including but not limited to forging a doctor's or parent's note). This is blatantly dishonest, disrespectful, and unbecoming of an Emmanuel student and could result in expulsion.
2. Submission of the same work to multiple instructors unless prior approval of both instructors has been obtained. This form of self-plagiarism includes using an old paper or report from earlier educational experiences.
3. Cheating by using, or attempting to use, unauthorized information or materials on tests and other assignments.

B. IMPROPER DOCUMENTATION

1. Paraphrasing or restating someone else's ideas without proper and clear documentation. Rewording it, even substantially, does not make it one's own. Original ideas, no matter the wording, remain the intellectual property of the person who created them. Additionally, paraphrases are complete rewordings of the original. If the paraphrase too closely resembles the original, it borders on plagiarism. The original must be reworded completely or directly quoted.
2. Directly quoting someone else's speech or writing without putting that material in quotation marks. Even if one attributes the material, if it is also that person's exact wording, one must indicate so with quotation marks.
3. Improper documentation, whether intended or not, is a form of plagiarism and shall result in disciplinary action. The source must be attributed in an appropriate scholarly documentation style. In addition, the boundaries between what one wrote and what was written by others must be clear.

C. DISHONEST ACADEMIC ASSISTANCE

1. Knowingly allowing another student to turn in one's work, in whole or in part, for his or her own.
2. Knowingly aiding others to cheat by allowing them to use, or try to use, one's information or information from another unauthorized source on tests and other assignments.
3. Knowingly revealing or discussing the contents of a previously taken exam with a student who is scheduled to take the same exam.

4. Negligently allowing others to plagiarize or cheat. This includes information or material for exams or other assignments. It is the duty of every student to safeguard and promote academic integrity.

Examples of plagiarism include, but are not limited to:

1. Representing another person's work, or significant portion thereof, from any source, as one's own.
2. Representing one's own writing as the work of someone else (e.g., forging notes, falsifying official documents).
3. Cheating, in any form, on an exam or other assignments.
4. Intentionally assisting others to cheat in any form
5. Attempting to buy, borrow, or steal another person's work with the intention of submitting that work as one's own.

Disciplinary Procedures

A. Proceedings for Offenses

1. Options and Sanctions for the Instructor and Academic Integrity Review Board: (AIRB):
 - a. When an instructor suspects that a student may have committed an offense, he or she shall follow these steps:
 1. Notify the student in writing (either print or email) of the suspected offense. The student has the right to respond in writing to the instructor and defend his or her academic integrity within three business days of notification. Should the student fail to respond in writing within the three-day period, the instructor is at liberty to proceed with step two (immediately below).
 2. If after three business days the student cannot satisfy the instructor he or she is innocent of the charge and if the instructor has completed his or her investigation of the facts regarding the offense and the student's response, the instructor shall provide written documentation of the offense to the Vice President for Academic Affairs in order to determine if the student has a record of offenses.
 3. After consultation with the Vice President for Academic Affairs, the instructor may (a) adjudicate the offense or (b) submit the case to the Vice President for Academic Affairs for adjudication by the AIRB.
 - a. If the instructor chooses to adjudicate the offense, the following sanctions are open to the instructor:
 - i. Give a written admonition to the student that further violation shall necessitate action taken by the AIRB.
 - ii. Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem which led to plagiarism.

- iii. Give a written sanction requiring the revision of the work to remedy the offense and establish an appropriate grade.
- iv. Give a written sanction which lowers the grade on the work in question.
- v. Give a written sanction which assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)

For the record, the adjudication, sanctions, and student obligations shall be reported in writing to the Vice President for Academic Affairs *before* they are communicated to the student.

- b. If the instructor submits the case to the Vice President for Academic Affairs, the Chair of the AIRB will call a meeting to examine the evidence, give the student an opportunity to speak on his or her behalf, give the faculty member an opportunity to speak on his or her behalf, and determine what further action will be taken. The following options are available to the AIRB, depending on the severity of the offence:
 - a. If the AIRB has reason to doubt that the student is guilty of the offence, no further action is taken except that record of the accusation and the decision made will be kept in the confidential file of the Vice President for Academic Affairs.
 - b. If the AIRB finds that there is clear and convincing evidence that the student is guilty, the Board's options include, but are not limited to the following:
 - i. Assign a failing grade for the paper, exam, or assignment.
 - ii. Assign a failing grade for the entire course.
 - iii. Suspend the student from the College.
 - iv. Expel the student from the College.

2. Appeals of an Adjudication

The student shall have the right to appeal a decision of the instructor and/or the AIRB. The appeal shall be made in writing to the VPAA within five instructional days of the instructor's or AIRB's written adjudication to the student. The appeal shall be commissioned for review by an Academic Integrity Appeals Committee (AIAC) consisting of one faculty member and one student selected from the AIRB, and two faculty members and one student selected at large. Selections will be made by the VPAA. The student and the instructor have the right to a hearing before the AIAC to make statements and respond to

interrogatories. A student who exercises the right to appeal to an AIAC shall waive the original disciplinary adjudication. (This means the AIAC's adjudication may be even more severe than the original adjudication of the professor or the AIRB.) The disciplinary options available to the AIAC shall include the disciplinary options enumerated above for the professor and the AIRB. The decision of the AIAC is final.

Organization, Authority, and Resources

Responsibility for the adoption or amending of this Statement of Academic Integrity shall rest in the faculty of Emmanuel College under the leadership of the Vice President for Academic Affairs. This Statement of Academic Integrity at Emmanuel College shall be binding upon student conduct directly related to academic matters through the duration of the student's academic career at Emmanuel College in its various settings. The Vice President for Academic Affairs shall have the authority to appoint each year the Academic Integrity Review Board, consisting of a faculty chair, two additional faculty members, and two students. Roberts Rules of Order, Newly Revised Edition shall govern the affairs of the Academic Integrity Review Board and the Academic Integrity Appeals Committee.

(Revised 4/30/08)